

## **REGULATIONS, POLICIES, PROCEDURES AND FEES FOR SPECIAL EVENTS AND PUBLIC GATHERINGS IN THE CITY'S SCENIC PARKS AND SQUARES**

It is expressly declared that the purpose of these regulations, policies, and procedures is to provide a guideline for those users who choose to outdoor areas of City facilities for a "special event" or "public gathering" as defined below, and to establish a fee structure for such use to partially defray the costs of administering this service and the additional costs and expenses to maintain the parks.

### **Applicability**

This Policy is applicable to all Squares, Emmett and Morrell Parks and the portion of Forsyth Park north of the centerline of Hall Street, including the Fragrance Garden, inside the National Historic District; all Ardsley Park scenic parks, and Nathaniel Greene, Myers and Dixon Parks outside the National Historic District. Appendix I lists all parks covered by this policy and their locations.

A "special event" permit is required for events of any size for which the user intends to exclude the public (subject to the limitations under the heading Streets/Vehicular Traffic herein) from a park or public space, e.g. wedding, receptions, or events for which a ticket or invitation is required for admittance. Such permits will only be granted for wedding, catered receptions, banquets, and performing arts events.

A "public gathering" is a gathering for which a permit is required as provided by the Public Gathering Ordinance, Savannah Code 3-6001 to 3-6008, regardless of whether it is also a "special event."

Application for a special event and/or public gathering permit may be made on a single form, available through the Public Facilities, Events and Services Bureau as described below. Applications for those events which are both "public gatherings" and "special events" must satisfy the requirements for both a "public gathering" and a "special event" permit, as described in the Public Gathering Ordinance and these Regulations.

## **PERMITS**

A user is responsible for adhering to and complying with all rules and regulations pertaining to the use of city parks, with all permit directions and conditions and with all applicable laws and ordinances. Any violation may result in the forfeiture of deposits. Please read all information provided before returning the user permit.

Permits for a given space are granted on a first come, first served basis. The maintenance deposit and special event or public gathering permit application are required to confirm a reservation. The date(s) requested cannot be guaranteed until the payment is received. The maintenance deposit is refundable. However, it will be held until the permit is denied, or the agreement pursuant to any granted permit is fulfilled.

Applications for park use for public gatherings must be submitted in writing at least five days prior to event date with activities and events outlined in detail. Applications for special events must be made no later than 20 days in advance. In either case, details are to include all components of event such as type of event, activities included, expected attendance, staging, tent usage, entertainment, electricity, etc. Applications for a Special event permit an on-site meeting to review the event at least two weeks prior to the date of the event. Contact Public Facilities Events and Services, 351-3837, to schedule the on site meeting.

Public gathering/special event permit applications are available from Public Facilities Events and Services Bureau, P. O. Box 1027, Savannah, Georgia 31402 or by calling 351-3837. The PFES Bureau Administration Office is located in Daffin Park and is the agency responsible for park reservation.

## INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Insurance for all special events with an expected attendance of 150 or more, for which will require placement of a tent.,

1. General Liability: Limits  
\$100,000 per person  
\$200,000 per occurrence ( *Single Day Events*)  
\$1,000,000 per occurrence ( *Multi-Day Events*)

- If Applicable-

2. Worker's Compensation: Limits  
Georgia Statutory Limits

3. Automobile Liability: Limits  
\$100,000 per person  
\$200,000 per occurrence

Proof of such coverage should be in the form of a Certificate of Insurance presented to the PFES Bureau [(912) 351-3837] at least five (5) days prior to commencement of the event. The insurer shall endeavor to give notice to the City in the event that such coverage is canceled for any reason.

In the event the user has any questions regarding the above Insurance Requirements they should contact the City's Risk Manager at (912) 651-6400.

## **SECURITY PRE-PAYMENT**

Savannah Chatham Metropolitan Police Department security should be provided for all events held in city parks at the expense of the user. Security costs are a minimum of \$84/event per officer. Events over four hours are charged at a rate of \$20.00 per hour per officer. If event is held on a Sunday or Holiday, the rate is \$32.00 per hour. If more than four (4) officers are required, then a supervisor will need to be hired at a rate of \$27.00 per hour. There is also a \$1 per hour administrative fee for each officer. This fee should be remitted with the permit fee.

Security should be arranged by the user by calling the Savannah Chatham Metropolitan Police Department at 658-2643. PFES Bureau must receive communication from the Savannah Chatham Metropolitan Police Department one week prior to the date stating that all arrangements have been made. Unless security is arranged, the permit is invalid.

Security is responsible for ensuring that all city policies are adhered to by the user, which includes monitoring sound levels, managing crowd control and preventing vehicular traffic from entering all city parks and squares.

In the event of adverse weather, you must contact the SCMPD coordinator for Leisure Services two hours prior to the start of your permitted time. If the call is not made two hours prior, the fee for the Off-duty SCMPD office must be paid that day.

## **PERMIT FEES:**

### **NON-RESIDENT FEE**

Users who are not residents of the City of Savannah shall pay a non-resident fee of \$150 for each day of special event or public gathering, or portion thereof, in addition to all fees or deposits required below. (City Revenue Ordinance Article R Section 3 C Number 8). User is required to pay the non-resident fee [\$150] plus the fee to permit the space [\$250].

### **ALL SQUARES AND PARKS EXCEPT FORSYTH PARK:**

Any user wishing a permit for a special event or public gathering will be charged \$250 minimum per event for up to three hours use. If plans call for additional time, the fee will be based on \$50 per hour with a maximum of \$1,000 per day. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 1)

All events will be scheduled on the hour. Only two events per day may be scheduled for a park or square.

### **NORTHERN FORSYTH PARK:**

If a user wishes to reserve Forsyth Park or portion thereof for a special event or public gathering, the fee will be based upon a charge of \$250 minimum per event used for up to three hours. After three hours the event will be charged \$50 per hour up to a maximum of \$1,000 per day. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 2)

### **SOUTHERN FORSYTH PARK:**

If a user wishes to reserve Forsyth Park or portion thereof for a special event or public gathering, the fee will be based upon a charge of \$250 minimum per event used for up to three hours. After three hours the event will be charged \$50 per hour up to a maximum of \$1,000 per day. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 2)

### **SOUTHERN FORSYTH PARK-BAND SHELL:**

If a user wishes to reserve Forsyth Park-Band Shell for a special event or public gathering, the fee will be a charge of \$500 minimum per event. This fee is in addition to the fee for the use of the southern end of Forsyth Park. The time will begin when the set-up for the event begins and stop when the clean-up for the event ends. (City Revenue Ordinance Article R Section 3 C Number 2)

## **SETUP AND CLEANUP**

Set-up for events cannot begin before 7:00 a.m. Events in residential parks must end by 9:00 PM. Breakdown and cleanup in residential parks (see Appendix I) must end by 11:00 p.m. Breakdown and cleanup in commercial parks (see Appendix I) must end by 12:00 a.m. (midnight)

Clean-up must be done during events as needed, receptacles emptied and litter picked up. All trash accumulated during the event must be removed from the site. If dumpsters are needed for an event, the user is responsible for the cost of the dumpster and service. Contact the Sanitation Department, 651-6581. If litter pickup continues the day following the event, efforts should begin early enough in order to return the park to its original condition by 9:00 a.m.

Non-profit organizations, when planning a public gathering, will be exempt from permit fees; however, they are responsible for security, insurance, clean-up, maintenance deposits, tent and turf deposits, and if not a City-sponsored organization or event, banner installation and removal fees.

## MAINTENANCE DEPOSIT

Any user desiring to obtain a permit to conduct a special event or public gathering in a city park or square shall pay a refundable maintenance deposit along with the permit application. The deposit will be set aside to cover the cost of any damages to and the unusual cleaning of a city park or square resulting from such an event, as shown below: (City Revenue Ordinance Article R Section 3 C Number 6)

1 - 50 people	\$ 50.00
51 - 100 people	\$125.00
101 - 150 people	\$200.00
151 and over	\$ 1.50 per person, up to a maximum of \$1,000

Any costs for damages and any unusual cleaning costs which exceed the deposit amount shall be assessed in writing to the user, and paid by the user in addition to the deposit amount.

By applying for a special event or public gathering permit, user agrees to be responsible for all damages caused to City property by the user's agents, including any damages resulting from such persons' negligence.

The City will provide general law enforcement and vehicular traffic control for public gatherings, and special events or public gatherings users may request use of electricity and public restrooms from the City as provided herein. However the user shall be responsible for providing barricades or other crowd control, portable restroom facilities, if necessary, disposal of garbage and trash or other personnel services, or facilities it seeks to provide for the benefit of the attendees. Additional security and crowd control may be hired through the Savannah Chatham Metropolitan Police Department at 652-6650

At the conclusion of the event, the area will be inspected by a representative of the City. If the user has not cleaned up the park and restored it to its original condition, the City will clean up the park and retain the deposit or portion thereof, and charge the user additionally as required to recover City expenses for site cleanup and repair.

## **VENDING AND CONCESSIONS PERMIT**

Vending and concessions permit(s) will be approved subject to the following:

- To offset the cost of the event.
- To enhance the enjoyment of the event for the participants.
- Vending other than food and beverage must be directly related to the event.
- Sales shall be made only to participants in the event (audience, performers, support staff and crew).

The Event Coordinator and the organization planning the event are responsible for all permits and actions of the vendors. The Event Coordinator must provide a list of vendors to PFES Bureau two weeks prior to the event. The list should include name, address, and phone number of each vendor.

Vendors must have a City of Savannah business license or sales permit from the City Revenue Department, 132 East Broughton Street, 651-6451. No cooking or grilling of food is allowed in facilities covered by this policy, with the exception of the south end of Forsyth Park. Permits may be issued to the sponsors of special events held in the south end of Forsyth Park for cooking under special conditions. Serving any food requires a permit from the Chatham County Health Department, phone number 651-2160.

Event sponsors may be allowed a maximum of eight (8) concession booths for each event. Permits will be approved for no more than four (4) food or three (3) beverage booths. Items sold, other than food and beverage must be directly related to the event, i.e. t-shirts, posters, and programs.

Fabricated booths must be approved by PFES Bureau two weeks prior to the event.

## ALCOHOLIC BEVERAGE PERMIT FOR TEMPORARY EVENT

Guidelines for obtaining a permit for dispensing Alcoholic Beverages for sale in City Parks and Squares:

- Submit Application to Leisure Services Bureau to host special event.
- Receive Permit from Leisure Services Bureau.
- Go to Revenue Department to obtain an Alcoholic Beverage Permit.

Rules pertaining to dispensing Alcoholic Beverages in City Parks and Squares for public events.

- Alcoholic Beverages must be served in a designated festival cup.
- Sales of alcoholic beverages will be made only to those persons that have a pre-issued wristband. Wrist bands must be sold at a separate location from where alcohol is being dispensed. A SCMPD must be at each site where wristbands are sold. Personal identification with photograph is required to purchase a wristband.
- A SCMPD Officer must be at each location where alcoholic beverages are dispensed.
- A maximum of 1 beverage will be sold to each customer per visit.
- The sale of alcoholic beverages must end 1 hour before the scheduled end of the event.
- The Savannah Chatham Metropolitan Police Department will have the authority to cease the sales of alcoholic beverages for the entire event at any time deemed necessary.
- Beer and Wine are the only alcoholic beverages allowed to be sold in a park or square. **The selling of liquor is prohibited.**



## **SIGN PERMIT**

All signs, including banners, which pertain to a special event or public gathering must comply with the following provision of the City Code (Section 6-1254).

*It shall be unlawful for any person to tie on, tack on, or nail any banners, placards or signs of any kind on any tree or pole within the corporate limits of the City; except that temporary banners may be tied to trees and poles within parks and squares announcing performing arts events, charitable drives, or festivals to be held on the site when sponsored by a nonprofit organization or governmental agency or department. No temporary announcement banners shall be erected which display commercial promotions or advertisements, or which have not been approved as to number, size, duration, and manner of attachment by the Leisure Services Director.*

## **SOUND/LOUDSPEAKERS PERMIT**

If a public address system will be used, a sound amplification permit must be obtained from the City Manager's office, phone number 651-6415, contact the Administrative Assistant. Sound permits must be obtained five days prior to the event.

## **TENT AND TURF DEPOSIT**

When a tent is placed in a park or square, a refundable damage deposit must be submitted. A \$150 deposit is required for each tent sized 20' by 20' and smaller. A \$350 deposit is required for each tent sized 40' by 60' and larger than 20' by 20'. For tents larger than 40' x 60', the deposit will be \$.20 per square foot. (City Revenue Ordinance Article R Section 3 C Number 7)

Prior to a tent being set-up, an on-site meeting must be held to discuss placement. Before tables, chairs or any set-ups can be placed on turf, Astroturf, plyboard or other protective materials approved by the Park & Tree Department must be placed underneath to protect the turf. The turf is not to be covered for 24-hours, without a 24 hour break. Any deviations from this require approval from the Park & Tree Director at 651-6610.

A seven day recovery period must be allowed between tent placements in all parks and squares. Recovery time begins once the tent and Astroturf have been removed from the site.

All staging must be approved by the PFES Bureau, and is available through local rental agencies. The use of flat beds for staging is prohibited. All staging equipment must be removed from the event site within 24 hours after the close of the event and before the next scheduled event.

## **ELECTRICAL PERMIT**

All arrangements for the use of electricity must be coordinated with the Traffic Engineering Department at least two weeks prior to the event. The phone number is 651-6600.

Traffic Engineering will advise if an Electrical Inspections Permit is necessary. If an Inspections Permit is necessary, it must be obtained by a licensed electrical contractor. Hook-ups for electricity will be inspected during business hours (7:15 a.m. - 4:00 p.m. Monday through Friday) unless otherwise approved by the Inspections Director. The Electric Inspections office is located at 6 East Bay Street, phone number 651-6530.

When additional hook-ups are needed or if a problem should arise during an event, Traffic Engineering would have to send an electrician. An on-call electrician can be reached after 5:00 p.m. weekdays and holidays by calling 351-3434. Should an electrician be called after normal business hours, the user will be billed \$51.00/hour with a two hour minimum for their services.

## **RESTROOMS/PORTABLE TOILETS**

If the restrooms in Forsyth Park are to be used, arrangements must be coordinated through PFES Bureau Administration Office, 351-3837, at least one week in advance.

The placement of portable toilets in city squares is prohibited.

In Forsyth Park, the placement of portable toilets will be permitted in areas adjacent to the Park Avenue parking lot and the Drayton Street parking lot. Portable toilet companies are prohibited from driving on the sidewalks or on the grassy areas of Forsyth Park. It is the responsibility of the event coordinator to ensure this policy is followed. Any deviations will result in the forfeiture of deposit and billing for the cost of repairs.

## **STREETS/VEHICULAR TRAFFIC**

Absolutely no vehicular traffic is permitted on the lawn or sidewalks of Forsyth Park or any other park or square. This includes the unloading and reloading of materials. It is the responsibility of the event organizer and the security officers to ensure this policy is followed through. Any deviations will result in the forfeiture of deposit and cost of repairs, if necessary.

Vehicles that are unloading or reloading cannot block any entry way or sidewalk.

If an event requires closing of public streets, lanes, or sidewalks outside the park, a permit to do so must be obtained from the Traffic Engineer, 651-6600. Permitting an event does not authorize closing public ways.

During the use of any public square, there must be at least one east-to west sidewalk and one north-to-south sidewalk open for public thoroughfare.

If guests are to be transported to a permitted park or square, a transportation plan must be submitted to the PFES Bureau for approval. This plan must be in accordance of City Code Section 6-1501 (The Tour Service Ordinance of 1978).

## **STREET PERFORMER AND ENTERTAINER'S PERMIT**

A street performer or street entertainer is a person who plays a musical instrument, paints or draws portraits or caricatures, performs acts of skill, or otherwise performs in the public ways of the City, whether for pay, tips or for free. Public ways are to include sidewalks, plazas, parks, and squares, with the exception of the sidewalks on either side of River Street and monuments.

A street entertainer/performer will be allowed to perform only on Rousakis Plaza, Johnson Square, Wright Square, Reynolds Square, Franklin Square, Forsyth Park or Daffin Park. All areas listed are first-come, first-served. The City of Savannah can set up prohibitive zones that will be free of entertainers/performers at our discretion at any time of the year, provided that at least one of the above areas is available for street entertainment/performance.

A performer or entertainer may not accost any person for the purpose of performing or soliciting donations for performance. "Accost" is defined as: approaching, following, or speaking to someone in such a manner as would cause a reasonable person to fear imminent bodily harm or the commission of a criminal act upon such person's person, or upon property in such person's immediate possession.

No entertainer/performer may use any knife, sword, torch, flame, axe, saw, firearm, or other hazardous or potentially hazardous material, equipment, animal, or object that can cause serious bodily harm to any person, or engage in any activity that can cause serious bodily injury to any person. An entertainer/performer will be liable for any damages or injury to the public resulting from his/her entertainment activities, and will hold the City, its officials and employees, harmless against any and all liability, loss, costs, damages, or expenses which may accrue to the City by reason of negligence, default, or misconduct of any entertainer,

No more than one entertainer/performer may perform in any square at a particular time. The entertainer/performer may perform for a maximum of two consecutive hours, including breaks.

Performances may continue for one additional two-hour period until another permitted performer claims his/her time.

On Rousakis Plaza and in any park (other than square), entertainers/performers who produce sound will maintain a distance of 150 feet from any other sound producing entertainer/performer. Entertainers/performers who draw, paint or otherwise entertain without producing sound will maintain 50 feet from any other entertainer/performer. The entertainer/performer may perform for a maximum of two consecutive hours, including breaks. Performances may continue for one additional two-hour period until another permitted performer claims his/her time.

No entertainer/performer may perform in any square or other area in which an authorized festival or official event is under way. The entertainer/performer may perform in the festival area if arrangements are made with the organizer or manager of the festival

An entertainer/performer may not block or obstruct the free movement of pedestrians. A police officer, fire official, or authorized official of the Leisure Services or Revenue Department may disperse any portion of that crowd that is blocking the public way. If the entertainer/performer cannot conduct a performance without blocking public passage, such City officials may cause the entertainer/performer to leave location.

No entertainer/performer may amplify sound electronically or otherwise. An entertainer/performer must be in continuous compliance with the City's noise control ordinance and may not produce sounds constitute a nuisance or obscenity.

# **APPENDIX I**

Historic District Parks

Neighborhood Parks

## HISTORIC DISTRICT PARKS

Square	Location	Festivals/ Amplified Sound	Capacity	Special Events
Franklin Square	Montgomery Street Between Congress & Bryan	➤	250	One weekend on, one off
Ellis Square	Barnard Street Between Congress & Bryan	➤	750	No Private Events allowed
Johnson Square	Bull Street Between Congress & Bryan	➤	Unlimited	One weekend on, one off
Reynolds Square	Abercorn Street Between Congress & Bryan	➤	250	One weekend on, one off
Warren Square*	Habersham Street Between Congress & Bryan		200	One weekend on, one off
Washington Square*	Houston Street Between Congress & Bryan		200	One weekend on, one off
Liberty Square	Robbie Robinson Garage	N/A	N/A	N/A
Telfair Square	Barnard Street Between York & State	➤	<400	One weekend on, one off Telfair Ball
Wright Square	Bull Street Between York & State	➤	200	One weekend on, one off
Ogelthorpe Square*	Abercorn Street Between York & State		250	One weekend on, one off
Columbia Square*	Habersham Street Between York & State		200	One weekend on, one off
Greene Square*	Houston Street Between York & State		200	One weekend on, one off

Orleans Square*	Barnard Street Between Perry & Hull		250	One weekend on off
Chippewa Square*	Bull Street Between Perry & Hull		200	One weekend on off
Crawford Square	Houston Street Between Perry & Hull		25	One weekend on off
Pulaski Square*	Barnard Street Between Charlton & Harris		250	One weekend on off
Madison Square*	Bull Street Between Charlton & Harris		250	One weekend on off Jasper Green Ceremony
Lafayette Square*	Abercorn Street Between Charlton & Harris		250	One weekend on off St. Patrick's Day Broadcast
Troup Square*	Habersham Street Between Charlton & Harris		150	One weekend on off Blessing of the Pets
Chatham Square*	Barnard Street Between Taylor & Gordon		250	One weekend on off
Monterey Square*	Bull Street Between Taylor & Gordon		350	One weekend on off
Calhoun Square*	Abercorn Street Between Taylor & Gordon		250	One weekend on off
Whitfield Square*	Habersham Street Between Taylor & Gordon		200	One weekend on off
Fragrance Garden	Forsyth Park	➤	25	One weekend on off
Forsyth Park	Bull Street Between Park & Gaston	➤	Unlimited	Concerts
Morrell Park	East River Street	➤	<400	Concerts
Emmett Park	East Bay Street	➤	800	Tara Feis

\*Residential Squares

## NEIGHBORHOOD PARKS

<b>PARK</b>	<b>Location</b>	<b>Festivals/ Amplified Music</b>	<b>Capacity</b>	<b>Special Events</b>
Adams Park*	Abercorn; 53 <sup>rd</sup> - 54 <sup>th</sup>		150	
Baldwin Park*	Atlantic Avenue; Maupas to 41 <sup>st</sup>		100	
Brinkman Park*	NE Corner 49 <sup>th</sup> & Waters		50	
Dixon Park*	Henry & East Broad		150	
Entleman Park*	Abercorn; 45 <sup>th</sup> - 46 <sup>th</sup>		150	
Guckenheimer Park*	Batley Street - 44 <sup>th</sup>		100	
Kavanaugh Park*	Abercorn; 46 <sup>th</sup> - 47 <sup>th</sup>		150	
Lattimore Park*	Abercorn; 48 <sup>th</sup> - 49 <sup>th</sup>		150	
Lorraine Court Park*	Mason Drive; Daffin Heights		50	
McCauley Park*	Batley; 49 <sup>th</sup> - 51 <sup>st</sup>		100	
Myers Park*	Florence to Burroughs; 43 <sup>rd</sup> - 44 <sup>th</sup>		100	
Nathanael Greene Park	Bull; 56 <sup>th</sup> - 58 <sup>th</sup>		<400	
Smith Gaudry Park*	Abercorn; 51 <sup>st</sup> - 52 <sup>nd</sup>		150	
Solomon Park*	Harmon; 49 <sup>th</sup> - 50 <sup>th</sup>		100	
Theus Park*	Harmon; 44 <sup>th</sup> - 46 <sup>th</sup>		100	
Tiedeman Park	Atlantic Ave. 46 <sup>th</sup> - 47 <sup>th</sup>		800	
Vetsburg Park*	Abercorn; 50 <sup>th</sup> - 51 <sup>st</sup>		150	
Wessels Park*	Wessels Avenue @ Avondale		150	

\*Residential Parks